Payroll Schedule Change Coming in July

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In July 2021, the UW System will move all employees who are currently paid monthly to a biweekly payroll schedule. In addition, most benefits deductions will be divided evenly between the biweekly paychecks.

How This Change Benefits You

- Biweekly payroll is more frequent
- You will receive your pay on the same day each pay period (Thursday)
- Most benefits deductions will be split evenly over two checks

What You Need to Know

- On July 30, 2021, you will receive a partial monthly paycheck for days worked between July 1-July 17
- Starting August 12, 2021, you will begin receiving biweekly paychecks every other Thursday (except on Legal Holidays)
- Most deductions for benefits such as health, dental, vision, and life insurance will be split evenly over the first two biweekly pay periods of each month starting with your August 26, 2021, paycheck
- In months when there are three pay periods, benefits deductions will not be taken from that pay period with the exception of Wisconsin Retirement System, Tax Sheltered Annuity 403(b) and Wisconsin Deferred Compensation 457 contributions

What You Need to Do

- If you have automatic payments set up (for example, mortgage, car loan, utilities, etc.), review your monthly budget and prepare for biweekly paychecks and split benefits deductions. You may want to adjust your automatic payments to match your biweekly paycheck amounts.
- If you have payroll deductions that are flat dollar amounts (for example, Tax-Sheltered Annuity (TSA) 403(b), Wisconsin Deferred Compensation (WDC) 457, additional tax deductions, direct deposits into multiple accounts, etc.), you may want to change these amounts. We will contact you soon with information on how to change your flat dollar amount deductions.

How You Can Learn More

Visit the Single Payroll webpage (https://uwservice.wisconsin.edu/single-payroll) for these resources:
- FAQs
- Online Personal Budget Planning Seminars
- Online Town Hall Meetings
- Paycheck Schedule
- Paycheck Estimator

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UW System Human Resources
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